



Professional Development

Providing Training for State Purchasing Professionals

Quick Facts

LENGTH
Self Paced

**CONTACT
HOURS**
4

START TIME
Self Paced

END TIME
Self Paced

Introduction to State Purchasing

Course Description:

The purpose of this training session is to provide you with an introduction to the terms, processes, and regulations of State Purchasing. The focus of this course is to discuss principals and concepts rather than the step-by-step procedures.

Audience:

Newly hired professionals whose job responsibilities include any of the following functions:

- Any purchasing function
- Accounts payable
- Agency, college or university legal staff that provides advice regarding procurement decisions
- Cost accounting
- Facilities management
- Contract administration
- Purchasing card administrator
- End users involved in the requisition process or authorized to make purchasing requests

Objectives:

At the completion of this training course, you will be able to do the following:

- Describe the role of State Purchasing, Public Procurement and the Purchasing Professional
- Describe how to find and use the State Purchasing website
- Define The Purchasing Cycle
- Describe what NIGP Codes are and how they to use them
- List the Purchasing Order of Precedence and explain why to follow it
- Explain buying thresholds and how they affect the solicitation process
- Describe the purposes and differences between a Request for Quotation (RFQ) and a Request for Proposal (RFP).

Introduction to State Purchasing

Prerequisites:

None

To register for this course, click this link: [Learning Management System \(LMS\)](#)